

**MINUTES OF THE MEETING OF THE
BEXAR APPRAISAL DISTRICT
BOARD OF DIRECTORS
DECEMBER 17, 2024**

The Board of Directors of the Bexar Appraisal District met for a meeting at 411 N. Frio in San Antonio, Texas on December 17, 2024 at 2:00 p.m. The items of business were acted upon as shown in the following minutes.

A. Call to Order

Mr. Dave Gannon, Board Chair, called the meeting to order at 2:02 pm and acknowledged the presence of the following directors:

Dr. Ralph Barksdale
Mr. Robert Bruce
Mr. Jon Fisher
Mr. Dave Gannon
Councilwoman Adriana Rocha Garcia
Ms. Erika Hizel
Ms. Naomi Miller
Ms. Rebecca Ruiz
Mr. Albert Uresti

B. Public Comments Period

Ms. Susan Zimmerman, emailed a statement addressing how the Board of Directors is evaluating, implementing and addressing the homestead exemption fraud issues in Bexar County with the suggestion of an annual verification of a homeowners current living address.

C. Minutes

Ms. Hizel made a motion to approve the minutes from the October 22, 2024 board meeting as written. Councilwoman Garcia seconded the motion which was unanimously approved.

D. Appraisal District Policy Update

Mr. Rogelio Sandoval, Chief Appraiser informed the board revisions were being made to the district's HR Policies Handbook.

Revisions to the district's handbook include: adding the mission statement, updating the welcome message from the previous chief appraiser to the current chief appraiser, Mr. Sandoval, defining labor laws for non-exempt employees, expanding on language for professional education, auto insurance requirements, bereavement leave and updating holidays.

Discussion was held regarding the different levels of bereavement leave that would be made available and how that compared to other organizations.

Mr. Sandoval confirmed that the district's current policy states after ten years of service, staff receive one day of personal leave and after fifteen years, a festive day. The district is asking for board approval for a longevity benefit that would include one day of personal leave after five years of service, two days of leave after ten years of service, and three days of leave after fifteen years.

Ms. Laura McCloud, Human Resources Director, provided clarification on Section 5.02 Dress Code with further discussion on nose piercings.

Ms. Hizel referred to Section 2.11 Work Schedules and asked if the district had considered staying open late to include nights and weekend appeals to accommodate homeowners after normal business hours.

Mr. Sandoval confirmed that the district did offer evening hearings which is disclosed on the back of the protest form, and that when assigned an evening hearing, the district's residential department will reach out to the homeowner in an attempt to settle beforehand.

Mr. Sandoval agreed with Mr. Gannon that the Appraisal District Policy would be tabled until next scheduled meeting.

E. Board of Directors Manual

Mr. Sandoval informed the board the proposed revisions to the Board of Directors manual included: Sections 1.5 and 1.6 Communications, 3.1 Regular Meetings, and 3.6 Agenda Preparation.

Discussion was held regarding the deadline to submit an agenda item with the members agreeing to a one-week submission.

Ms. Hizel made the recommendation to add meeting information to all social media channels to make the public aware of all board meetings.

Mr. Gannon asked for a motion to approve amending the information within Section 3.5 Notice to add posting agenda to district social media accounts and Section 3.6 Agenda Preparation to reflect one week instead of two weeks. Ms. Hizel approved the motion to make the updates as discussed. Ms. Rebecca Ruiz seconded the motion which was unanimously approved.

F. Encumbrance

Mr. Sandoval informed the board with the original encumbrance amount had been estimated at \$1,354,000; however, with board approval of a new contract that would be executed before the end of the year, the encumbrance will decrease by \$77,000 for an updated amount of \$1,277,000. Mr. Gannon confirmed that the amounts to be encumbered were \$560,000 to the election reserve, \$175,000 for the litigation reserve, \$65,000 for the digital orthophotography reserve, and \$477,000 to build the three-month operating reserve.

Mr. Fisher asked how many days the taxing entities had to respond. Mr. Sandoval answered they had 60 days to respond.

Mr. Gannon asked for a motion. Mr. Bruce moved to approve the encumbrance. Dr. Barksdale seconded the motion which was unanimously approved.

G. GIS Mapping Software Maintenance Agreement Renewal

Ms. Crystal Khantharoth, Finance Director asked for board approval for the district to enter into a contract with ESRI for software maintenance for ARC info mapping in the amount of \$66,990 which would run January 31, 2025 through January 30, 2026.

Mr. Gannon asked for a motion. Mr. Fisher approved the motion for the contract with ESRI for software maintenance. Ms. Ruiz seconded the motion which was unanimously approved.

H. Zendesk Software Agreement

Ms. Khantharoth asked for board approval for the district to enter into a contract with Zendesk for customer interaction and workflow software in the amount of \$93,290 which would run December 19, 2024 through February 19, 2026.

Mr. Uresti asked for further clarification on how this will improve efficiency within the district. Ms. Sarah Durnell, Customer Information and Assistance Director, provided an explanation of how the software could be used and additional details.

Mr. Gannon asked for a motion. Ms. Naomi Miller approved the motion to enter into a contract with Zendesk. Ms. Hizek made the recommendation to review the Zendesk agreement in three months. Ms. Miller amended the motion to follow up with Zendesk metrics in March. Dr. Barksdale seconded the motion which was unanimously approved.

I. Appraisal Review Board members for 2025 and 2026

Mr. L. Christopher White, Taxpayer Liaison, presented the board with a resolution to appoint new members: William Abercrombie, Margarita Cantu, Thomas G. Carter, Vivian M. Donaldson, Lester Earls, Teresa Elhabr, Hallie Guevara, Joyce Haley, Magdalena L. Hernandez, Edgar Meyers, Peggy M. Miller, Jonathan Mitchell, Kathleen Parra, and Linda Smith, Mary T. Corcoran, and Yadira Moreno, and to reappoint existing members: Juanito Bazan, Julie Charlton-Crawford, Nora Flanagan, Daniel George, Sean P. Martinez, Jennifer Oakley, Gerardo A. Reyes, and Norma A. Smith, Diane G. De La Fuente, Barbara Greene, Melba Susan Hahn, Katrinka Hansen, Abel Hernandez, Terry Ivy, Edward Moreno, Norma Morin, Raul Quintanilla, and Roger Trevino, to the Appraisal Review Board for the 2025 and the 2026 tax years.

Mr. Gannon mentioned to the board that one individual withdrew from the application process and confirmed that twenty-two individuals were interviewed.

Mr. Gannon asked for a motion. Ms. Hizek approved the motion to appoint new members and reappoint existing members to the Appraisal Review Board, and Mr. Bruce seconded the motion which was unanimously approved.

J. Appraisal Review Board Officers for 2025

Mr. White presented the board with a resolution to appoint Daniel George as Chair and Nora Flanagan as Secretary of the Bexar Appraisal Review Board for Tax Year 2025.

Mr. Gannon asked for a motion. Councilwoman Garcia approved the motion to appoint the officers of the Appraisal Review Board for the 2025 tax year as recommended. Ms. Miller seconded the motion which was unanimously approved.

Outgoing chair Mr. Domasio Rodriguez provided a verbal thank you along with a few words to the board for their support.

K. Agricultural Appraisal Advisory Board Reappointments

Mr. Sandoval asked the board for approval to reappoint Molly Keck, Michael Echtle, and Lloyd Padalecki to the Agricultural Appraisal Advisory Board as recommended. Mr. Fisher seconded the motion which was unanimously approved.

Mr. Gannon asked for a motion. Ms. Miller approved the motion to reappoint the existing members of the Agricultural Appraisal Advisory Board as recommended. Mr. Fisher seconded the motion which was unanimously approved.

L. Cost of Living Adjustment

Mr. Sandoval reminded the board prior approval had been given in the 2025 budget to expend a cost of living adjustment in the percentage of 2% of the total salary will go to every eligible district employee that has been employed with the district for 6 months, excluding the Chief Appraiser.

Mr. Uresti confirmed that this was 2% and this was previously approved.

Mr. Sandoval confirmed this agenda item was added for information only purposes and no action was needed.

M. Board of Directors Appointment Results

Mr. Sandoval announced to the board that Dr. Barksdale, Mr. Fisher, Mr. Gannon and Dr. Garcia had been appointed to the board of directors by the taxing units and would be joined by Mr. Leslie Sachanowicz with Alamo Colleges District in January.

N. Adjourn to Executive Session

The board adjourned into executive session at 3:34pm and reconvened at 4:25pm. There was no action to be taken.

O. Chief Appraiser Reports

Chief Appraiser Reports were tabled until the next meeting scheduled for January 14, 2025.

P. Chief Appraiser Recognition

Mr. Sandoval took a moment to recognize outgoing board member Ms. Rebecca Ruiz for her commitment of service to the district.

Q. Adjourn

Before adjourning, Mr. Gannon confirmed the next meeting is scheduled for January 14th and agenda items would include recording present directors, new members will be sworn in, and four positions within the board will be appointed.

There being no further business, the December 17, 2024 board of directors meeting adjourned at 4:32 pm.

14 JANUARY 2025

Chair

Secretary

Date